Marine Corps Reserve Officer Self Assessment Counseling Tool

Reserve Affairs Division

Reserve Continuation and Transition Branch

Revised 03 Jan 11

Purpose

This self-assessment tool will lead the Marine officer through an evaluation of their career to determine their potential competitiveness.

The records review includes the same elements considered by selection boards:

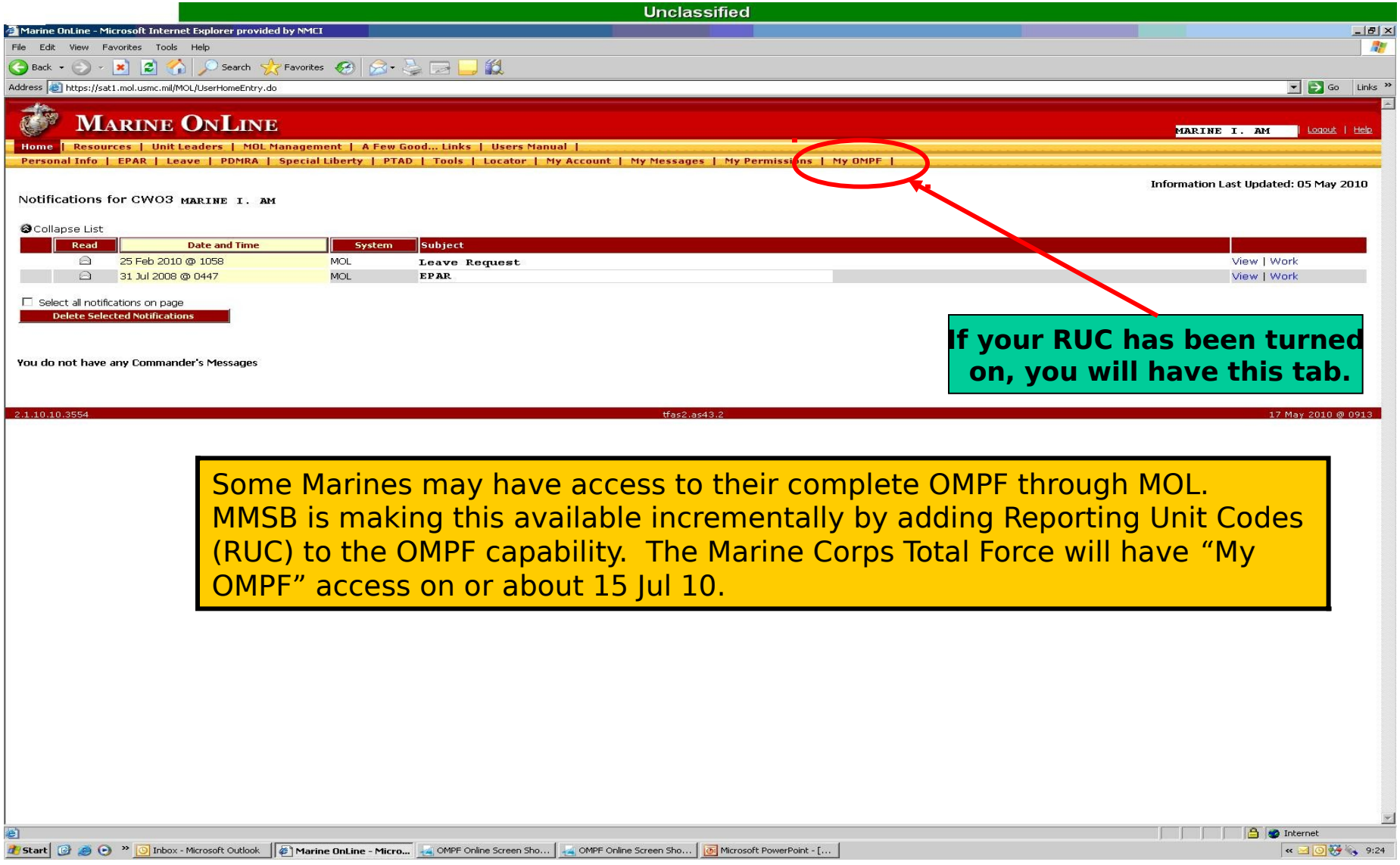
1. Performance
2. PME
3. Photo
4. Physical Training and Awards
5. Participation
   - This is with the understanding that these are the major categories board members use to evaluate a Marine. Other considerations may arise that effect board selections.

Beginning the Process

- Step1: Viewing a current Official Military Personnel File (OMPF) from MMSB. The OMPF will include:
  - Service Information
  - Commendatory Material
    - Awards, Letters of Appreciation, Letters of Recommendation
  - Derogatory Material
    - Punitive Letters of Censure, Courts Martial Offenses, Page 11 entries, NJP, letters delaying or revoking promotion
  - Performance Data
  - Field Record Data
  - MBS
  - Digital Photograph Submission

My OMPF on MOL

This is the method for viewing your OMPF.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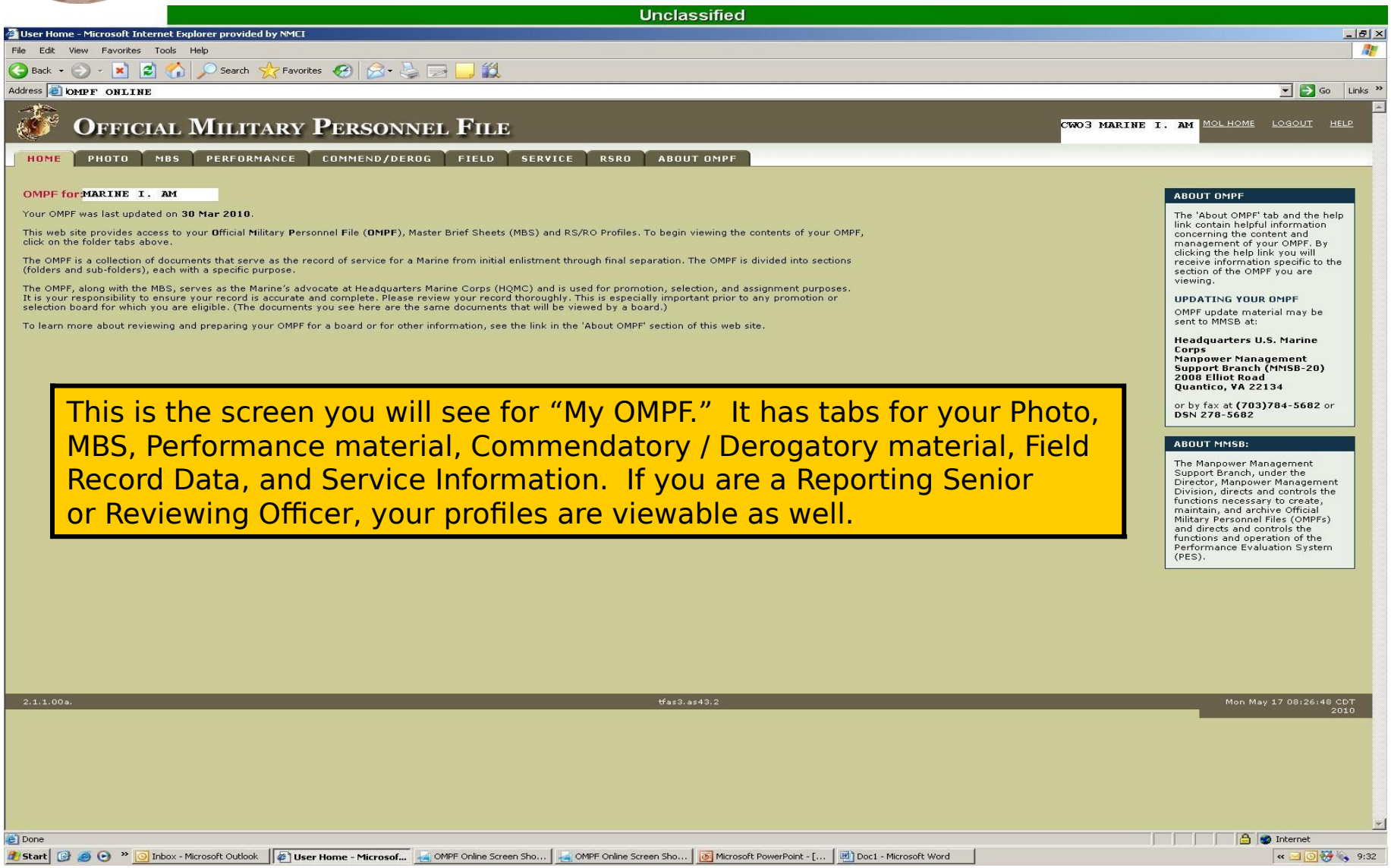
Marine OnLine - Microsoft Internet Explorer provided by NMCI
MARINE ONLINE
MARINE I. AM
Logout | Help
Home | Resources | Unit Leaders | MOL Management | A Few Good... Links | Users Manual |
Personal Info | EPAR | Leave | PDMRA | Special Liberty | PTAD | Tools | Locator | My Account | My Messages | My Permissions | My OMPF |
Information Last Updated: 05 May 2010
Notifications for CWO3 MARINE I. AM
Collapse List
Read
Date and Time
System
Subject
25 Feb 2010 @ 1058
MOL
Leave Request
View | Work
31 Jul 2008 @ 0447
MOL
EPAR
View | Work
Select all notifications on page
Delete Selected Notifications
You do not have any Commander's Messages
If your RUC has been turned on, you will have this tab.
2.1.10.10.3554
tfas2.as43.2
17 May 2010 @ 0913

Some Marines may have access to their complete OMPF through MOL. MMSB is making this available incrementally by adding Reporting Unit Codes (RUC) to the OMPF capability. The Marine Corps Total Force will have "My OMPF" access on or about 15 Jul 10.

My OMPF on MOL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User Home - Microsoft Internet Explorer provided by NMCI
File Edit View Favorites Tools Help
Back Search Favorites
Address OMPF ONLINE
Go Links
OFFICIAL MILITARY PERSONNEL FILE
CWO3 MARINE I. AM
MOL HOME
LOGOUT
HELP
HOME
PHOTO
MBS
PERFORMANCE
COMMEND/DEROG
FIELD
SERVICE
RSRO
ABOUT OMPF
OMPF for MARINE I. AM
Your OMPF was last updated on 30 Mar 2010.
This web site provides access to your Official Military Personnel File (OMPF), Master Brief Sheets (MBS) and RS/RO Profiles. To begin viewing the contents of your OMPF, click on the folder tabs above.
The OMPF is a collection of documents that serve as the record of service for a Marine from initial enlistment through final separation. The OMPF is divided into sections (folders and sub-folders), each with a specific purpose.
The OMPF, along with the MBS, serves as the Marine's advocate at Headquarters Marine Corps (HQMC) and is used for promotion, selection, and assignment purposes. It is your responsibility to ensure your record is accurate and complete. Please review your record thoroughly. This is especially important prior to any promotion or selection board for which you are eligible. (The documents you see here are the same documents that will be viewed by a board.)
To learn more about reviewing and preparing your OMPF for a board or for other information, see the link in the 'About OMPF' section of this web site.
ABOUT OMPF
The 'About OMPF' tab and the help link contain helpful information concerning the content and management of your OMPF. By clicking the help link you will receive information specific to the section of the OMPF you are viewing.
UPDATING YOUR OMPF
OMPF update material may be sent to MMSB at:
Headquarters U.S. Marine Corps
Manpower Management Support Branch (MMSB-20)
2008 Elliot Road
Quantico, VA 22134
or by fax at (703)784-5682 or DSN 278-5682
ABOUT MMSB:
The Manpower Management Support Branch, under the Director, Manpower Management Division, directs and controls the functions necessary to create, maintain, and archive Official Military Personnel Files (OMPFs) and directs and controls the functions and operation of the Performance Evaluation System (PES).
2.1.1.00a.
tfas3.as43.2
Mon May 17 08:26:48 CDT 2010
Done
Internet
Start
Inbox - Microsoft Outlook
User Home - Microsof...
OMPF Online Screen Sho...
OMPF Online Screen Sho...
Microsoft PowerPoint - [...
Doc1 - Microsoft Word
9:32

This is the screen you will see for "My OMPF." It has tabs for your Photo, MBS, Performance material, Commendatory / Derogatory material, Field Record Data, and Service Information. If you are a Reporting Senior or Reviewing Officer, your profiles are viewable as well.

Performance

- Step 2: Review your MBS.
- The following slides explain how to read your MBS and determine your competitiveness for selection.
- To assist you in determining your competitiveness, utilize the Marine Corps Reserve Self Assessment Counseling Checklist, located on the website, next to the link for this brief.

Master Brief Sheet

******* ADMINISTRATIVE INFORMATION (ORIGINATES FROM MCTFS - CONTACT YOUR ADMIN SECTION FOR CORRECTIONS) *******

NAME	SSN	GRADE	RANK	LCN	DOR	TIG	CURRENT DUTY ASSIGNMENT	BILLET DESCRIPTION	DCTB
MARINE, JOHN S.	123456789	O4	MAJ	12345678	19990501	5yr. 11mo.	US Central Command	J-3 Future Ops Officer	20030717

KEY DATE SUMMARY

DEAF	19890702
TIS	15yr. 11mo.
PEBD	19890520
AFADBD	19890520
OSCD	19950115
ACC COMM	19890520
DOR COMM	19890531
DOR LDO	
DSG PILOT	
DCADB	19890520
EAS	

AWARDS

MM	1		
NC	2		
NA	1		

MILITARY OCCUPATIONAL SPECIALTIES

PMOS	0302	Infantry Officer	AMOS4		
AMOS1	0602	Communications Officer	ACQ		
AMOS2			JOINT		
AMOS3			BMOS	9910	Unrestricted Officer

TRAINING SUMMARY

RIFLE	E/340	19980915
PISTOL	M/340	19980915
PFT	A/289	20030922
MCMAP	TAN	20030815

LANGUAGES

1994	French
1990	Spanish

EDUCATION SUMMARY

CIVILIAN

1990	BA, Biology
1986	Associates Deg
1982	HS

MILIT

1993	Winter Mountain Leader
1993	Summer Mountain Leader
1987	Airborne
1990	Assault Climbers
1990	Infantry Officer (TBS)
1989	Basic School

2002	
1997	
1995	
1994	

The master brief sheet is the primary document utilized by selection boards when building a case for promotion, command, PME, and / or retention.

Ensure your master brief sheet contains the most current and accurate information.

******* PERFOR LUATION SUMMARY *******

Gr	BMOS				Command	Reporting Senior	Promote	Reports	Per																					Eval	m RV	Reviewing Office	Obser	Concur	RO marks - same grade at processing	RO marks - same grade cumulative
Capt	GC	19980801	9		Company Commander	LtCol Stickler			C																					H		Col Spredlode			0/1 0/2 1/3 3/4 2/5 1/6 0/7	
0302	N	19990503	X		1st Battalion 2d Marines	Yes	14 of 17																							.00		Suff	Yes		0/1 1/2 9/3 12/4 23/5 11/6 1/7	
Maj	CH	19990504	3		Operations Officer	LtCol Smidgen			C																					H		Col Spredlode			0/1 0/2 1/3 2/4 2/5 2/6 0/7	
0302	C	19990801			1st Battalion 2d Marines	Yes	8 of 8																							9.76		Suff	Yes		0/1 0/2 2/3 7/4 7/5 5/6 2/7	
Maj	CH	19990801	6		Operations Officer	LtCol Highmark			D	F	E	E	E	E	D	D	D	D	D	E	E	H									Col Fairmark			0/1 0/2 1/3 3/4 2/5 1/6 0/7	
0302	C	20000119			1st Battalion 2d Marines	Yes	11 of 16			4.46		5.95		6.38		2		83.70		81.8 9												Suff	No		1/1 1/2 2/3 4/4 17/5 12/6 7/7	
Maj	TR	20000120	3		BN Executive Offi				C	B	B	C	B	B	C	B	B	C	B	H												Col Fairmark			0/1 1/2 1/3 3/4 3/5 1/6 0/7	
0302	N	20000414			1st Battalio					2.30		2.30		1		N/A		N/A														Suff	Yes		1/1 1/2 2/3 4/4 17/5 12/6 7/7	
Maj	CH	20000415	12		Commandin				F	E	F	E	E	E	E	D	D	E	E													BGen Lowbranch			1/1 0/2 3/3 3/4 18/5 20/6 12/7	
9910	N	20010507	X		MCRS Pittsb					5.12		5.57		1		93.68		93.68														Suff	No		2/1 0/2 5/3 7/4 24/5 26/6 16/7	
Maj	CH	20010508	14		Commanding Offic	Eeplus			F	E	E	E	E	F	E	E	E	E	E	E	E	E										BGen Toptree			0/1 1/2 0/3 7/4 38/5 17/6 4/7	
9910	N	20020702			MCRS Pittsburg	Yes	5 of 8			5.14		5.33		5.86		1		83.87		86.44												Suff	Yes		0/1 1/2 0/3 9/4 46/5 19/6 5/7	
		20020703	12		Possible Fitness																															
		20030630			Report Date Gap																															

The Master Brief Sheet provides personal, training, service, and performance data. It is divided into two sections: administrative information and the performance evaluation summary.

Indications of possible Fitness Report Gaps will appear on the MBS like this.

To learn more about the MBS fields, refer to the MCO P1610.7F PES Order, Appendix J.

Reporting Senior Markings

The RS must process at least three reports on Marines of the same grade before the RS Average is displayed on MBS. Not observed reports also display NO averages.

RS Average & RS High
The RS average (2.25) signifies the mean of all 17 observed reports written by the RS at the time the MBS was printed.

RS High (2.82) denotes the highest report the RS has written on that rank; "100" repo

Reporting Senior	Per	Pro	Cou	Eff	Ini	L							Jud	Eval
Promote	Reports		RPT Avg	RS Avg	RS		RPT at High		RV at Proc		Cum RV			
LtCol Stickler	C	C	B	B	C	C	B	C	C	B	B	B	C	H
Yes	14 of 17		2.53	2.25	2.82		1		94.60		96.00			
LtCol Smidgen	C	C	C		C	C	H	C	H	B	H	C	C	H
Yes	8 of		2.88	2.95										6
			E	C	E	E								H
				5.95	6									
			C	B	B	C								H
				2.30	2.30		1		NA		NA			

Reports
The "14 of 17" is not a ranking…it signifies that at the time that this fitness report was processed onto the OMPF it was the fourteenth report written by LtCol Stickler. The seventeen illustrates that at the time this MBS was printed LtCol Stickler had written 3 more reports on that rank.

Report Average
Each graded attribute is assigned a letter associated with a value; "A" = 1 through "G" = 7. "H" has a value of zero and is not included when calculating the report's average. To figure the report average, add all the values of the observed attributes and then divide the overall value by the number of observed attributes. In this case, divide 33 by 13 and the report average is 2.53.

Relative Value (RV)

******* ADMINISTRATIVE INFORMATION (ORIGINATES FROM MCTFS - CONTACT YOUR ADMIN SECTION FOR CORRECTIONS) *******

NAME	TIG	CURRENT DUTY ASSIGNMENT	BILLET DESCRIPTION	DCTB
MARINE	5yr. 11mo.	US Central Command	J-3 Future Ops Officer	20030717

KEY	OCCUPATIONAL SPECIALTIES			TRAINING SUMMARY			LANGUAGES	
DEAF		AMOS4		RIFLE	E/340	19980915	1994	French
TIS		ACQ		PISTOL	M/340	19980915	1990	Spanish
PEBD		JOINT		PFT	A/289	20030922		
AFADB		BMOS	9910 Unrestricted Officer	MCMAP	TAN	20030815		

EDUCATION SUMMARY

TARY	PME		
	2002	Command & Staff Non-Res	
	1997	AWS Ph II	
	1995	AWS Ph I	
	1994	Warfighting Skills Prog	

The last two column headings under "Reporting Senior Markings" are "RV at Proc" and "Cum RV". "RV" stands for Relative Values. This is a numerical representation of how your fitness report compares to others that your RS has written for Marines of the same rank. Values are broken down into three groups:
93.34 - 100 = above average
86.67 - 93.33 = within average
80.00 - 86.66 = below average

******* PERFORMANCE EVALUATION SU[illegible]RY *******

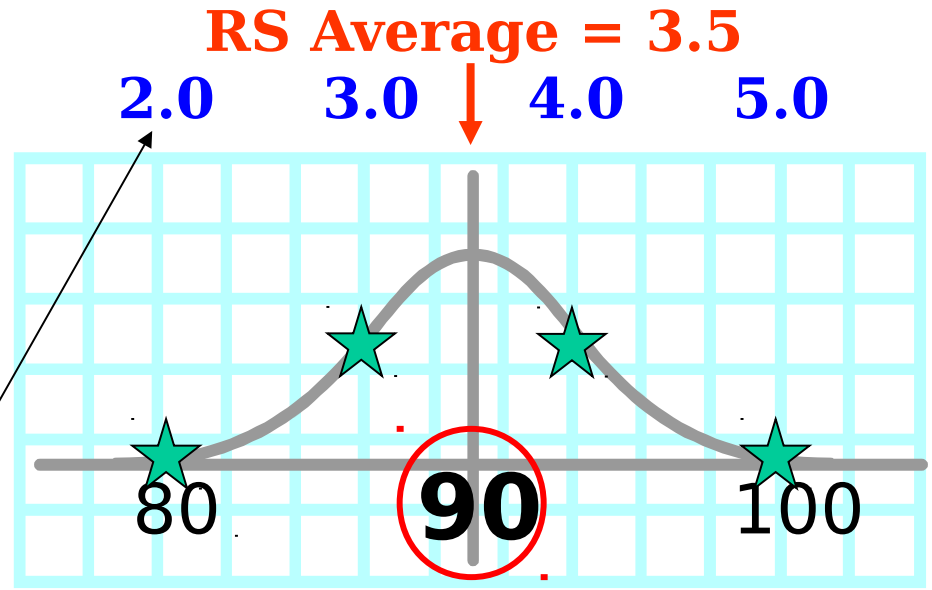
ADMINISTRATIVE SUMMARY						REPORTING SENIOR MARKINGS														REVIEWING OFFICER MARKINGS		
Grade	OCC	From	Months		Billet Description	Reporting Senior	Per	Pro	Cou	Eff	Ini	Lea	Dev	Set	Ens	Co	PME	Dec	Jud	Eval	Reviewing Office	RO marks - same grade at processing	
BMOS	Type	To	Com	Adv	Command	Promote	Reports	RPT Avg		RS Avg		Rs High		RPT at High		RV at Proc			Cum RV		Obser	Concur	RO marks - same grade cumulative	
																	C	B	C	C	B	B	B	C	H	Col Spredlode	0/1 0/2 1/3 3/4 2/5 1/6 0/7
																	2.82		1		94.60			96.00		Suff	Yes	0/1 1/2 9/3 12/4 23/5 11/6 1/7
																	C	H	C	H	B	H	C	C	H	Col Spredlode	0/1 0/2 1/3 2/4 2/5 2/6 0/7
																	3.50		1		89.76			89.76		Suff	Yes	0/1 0/2 2/3 7/4 7/5 5/6 2/7
Maj	CH	19990801	6		Operations Officer	LtCol Highmark	D	F	E	C	E	E	D	D	D	D	D	E	E	H	Col Fairmark	0/1 0/2 1/3 3/4 2/5 1/6 0/7
0302	C	20000119			1st Battalion 2d Marines	Yes	11 of 16		4.46		5.95		6.38		2		83.70		81.89		Suff	No	1/1 1/2 2/3 4/4 17/5 12/6 7/7
																				B	H	Col Fairmark	0/1 1/2 1/3 3/4 3/5 1/6 0/7
																				N/A		Suff	Yes	1/1 1/2 2/3 4/4 17/5 12/6 7/7
																				E	E	BGen Lowbranch	1/1 0/2 3/3 3/4 18/5 20/6 12/7
																				93.68		Suff	No	2/1 0/2 5/3 7/4 24/5 26/6 16/7
																				E	E	BGen Toptree	0/1 1/2 0/3 7/4 38/5 17/6 4/7
9910	N	20020702			MCRS Pittsburg	Yes	5 of 8		5.14		5.33		5.86		1		83.87		86.44		Suff	Yes	0/1 1/2 0/3 9/4 46/5 19/6 5/7
Maj	TR	20020703	12		Commanding Officer	Col Deesmost	C	D	D	D	D	C	D	D	C	D	D	D	D		BGen Panzer	
9910	N	20030630	X		MCRS Pittsburg	Yes	7 of 12		3.79		4.42		5.00		1		83.67		80.00		Insuff	

RV at Proc
This column reflects the relative value (RV) of the MRO's fitness report based on the Reporting Senior's rating history for Marines of the same grade as the MRO at the time the report was processed.

Cum RV
This column reflects the cumulative relative value (RV) of all fitness reports written by the RS on Marines of this grade, at the time the MBS is produced.
NOTE: This percentage is a variable and will change as the RS writes additional reports on Marines of the same grade as the MRO's grade on the report in question.

Relative Value (RV)

- The RS must process at least <u>three reports</u> on Marines of the same grade before RV is displayed on MBS
- Standard curve scaled from <u>80 to 100</u>
- Each of 14 attributes has marking gradients from A through H where:
  (A=1, B=2 … G=7; H = 0)
- Average of <u>observed</u> attributes = FITREP Avg
  - **i.e. a straight B report (28/14) = 2.0**
- FITREP Average plugged into an algebraic formula that gives the report a value on a standard curve
- <u>REMEMBER</u>: Approximately half of all observed FITREPs (Sgt – LtCol) will be less than 90 RV



Hypothetical distribution of 4 reports on a standard curve

Below 90 RV

does <u>NOT</u> mean

Below Average Performance

RO Comparative Assessment

K. REVIEWING OFFICER COMMENTS

1. OBSERVATION: [X] Sufficient [ ] Insufficient

2. EVALUATION: [ ] **X** Concur [ ] Do Not Concur

3. **COMPARATIVE ASSESSMENT:** Provide a comparative assessment of potential by placing an "X" in the appropriate box. In marking the comparison, consider all Marines of this grade whose professional abilities are known to you personally.

DESCRIPTION			COMPARATIVE ASSESSMENT
THE EMINENTLY QUALIFIED MARINE	[ ]	0	Top — 8
ONE OF THE FEW EXCEPTIONALLY QUALIFIED MARINES	[ ]	0	7
	[ ]	1	6
ONE OF THE MANY HIGHLY QUALIFIED PROFESSIONALS WHO FORM THE MAJORITY OF THIS GRADE	[X]	2	5
	[ ]	3	4
	[ ]	1	3
A QUALIFIED MARINE	[ ]	0	2
UNSATISFACTORY	[ ]	0	Stump — 1

RED NUMBERS INDICATE TOTAL ASSESSMENTS AND HOW MANY TIMES RO HAS M
MARINES OF SAME GRADE ON THAT PORTION OF THE COMPARATIVE ASSESSMEN

Reviewing Officer Markings

The comparative assessment, commonly referred to as "the Christmas Tree" on your fitness report, shows how your RO has graded your performance.

As indicated in the previous slide, the # over /8 represents the top marking on the Christmas Tree and the # over /1 represents the stump of the tree.

Like the RV, the comparative assessment is an important factor considered by the selection board.

Reviewing Officer		RO marks - same grade at proce							
		O marks - same grade cumulative							
Col Spreadlode		0/1	0/2	1/3	3/4	2/5	1/6	0/7	0/8
Suff	Yes	0/1	1/2	9/3	12/4	23/5	11/6	1/7	0/8
Col Spreadlode		1	0/2	1/3	2/4	2/5	2/	0/7	0/8
Suff			0/2	2/3	7	7/5			
Col Fairmark		0/1	0/2	1/3		2/			
Suff	No	1/1	1/2	2/3		17/5	12/6	7/7	1/8
Col Fairmark		0/1	1/2					0/7	0/8
Suff	Yes	1/1	1/2					7/7	1/8

These values represent all the Marines ranked below the MRO. There are 22 Marines ranked below the MRO.
9+1+9+3=22

These values represent all the Marines ranked above the MRO. There are 12 Marines ranked above the MRO.
11+1+0=12

For example, a box around the "23/5" would indicate that you were grouped with a total of 23 Marines of the same grade who were placed at the fifth level of the tree.

RV and Comparative Assessment

- Relative Value
  - RV is broken down into thirds
    - Above Avg: 93.34 to 100
    - Within Avg: 86.67 to 93.33
    - Below Avg: 80.00 to 86.66
- Comparative Assessment
  - RO marks in relation to your peers
    - Above: how many ranked above you
    - Equal: how many ranked with you
    - Below: how many ranked below you

Example Assessment Exercise

- The entire report is important, however the RS Average, the Relative Value, and RO Assessment numbers provide a snapshot of your competitiveness.
- The following two slides show an example MBS and how to evaluate your MBS for competitiveness.
- It is important to remember that each FITREP counts toward the assessment, even if you have multiple FITREPs from the same Reporting Senior.

RS Averages and RV Assessment

****** ADMINISTRATIVE INFORMATION (ORIGINATES FROM MCTFS - CONTACT YOUR ADMIN SECTION FOR CORRECTIONS) ******

NAME	SSN	GRADE	RANK	LCN	DOR	TIG	CURRENT DUTY ASSIGNMENT	BILLET DESCRIPTION	DCTB
MARINE, JOHN S.	123456789	O4	MAJ	12345678	19990501	5yr. 11mo.	US Central Command		7

KEY DATE SUMMARY		AWARDS				MILITARY OCCUPATIONAL SPECIALTIES					
DEAF	19890702	MM	1			PMOS	0302	Infantry Officer	AMOS4		
TIS		NC	2			AMOS1	0602	Communications Officer	ACQ		
PEB									JOINT		
AFA									BMOS	9910	Unrestric
OSC											
ACC											
DOI											
DOI											
DSC											
DCA											
EAS											

EDUCATION SUMMAR

MILITARY

ain Leader
ntain Leader
ers
er (TBS)

From the RS averages below, this particular section of the MBS indicates that the MRO maybe slightly <u>less competitive</u> than his peers.
Below = 4
Equal = 1
Above = 2
The MRO has one more FITREP below the average than the total that are EQUAL or ABOVE.

From the RV data below, this particular section of the MBS indicates that the MRO maybe slightly <u>less competitive</u> as his peers.
No RV = 1
Below = 3
Within = 1
Above = 2
The MRO has as many reports in the bottom third as in the middle and top thirds combined.

** PERFORMANCE EVALUATION SUMMARY *******

REPORTING SENIOR MARKINGS

Grade	OCC	From	Months	Billet Description	Reporting Senior	Per	Pro	Cou	Eff	Ini	Lea	Dev	Set	Ens	Co	PME	Dec	Jud	Eval	Revie
BMC					Promote	Reports		RPT Avg		RS Avg		Rs High		RPT at High		RV at Proc		Cum RV		Obse
Cap				ander	LtCol Stickler	C	C	B	B	C	C	B	C	C	B	B	B	C	H	Col S
030						of 17		2.53		2.25		2.82		1		94.60		96.00		Suff
Maj	CH	19980604	3	Operations Officer	LtCol Smidgen	C	C	C	H	C	C	H	C	H	B	H	C	C	H	Col Spre
0302	C	19990801		1st Battalion 2d Marines	Yes	8 of 8		2.88		2.93		3.50		1		89.76		89.76		
Maj	CH	19990801	6	Operations Officer	LtCol Highmark	D	F	E	C	E	E	D	D	D	D	D	E	E	H	Col Fairma
030				Marines	Yes	11 of 16		4.46		5.95		6.38		2		83.70		81.89		Suff
Ma				ficer	LtCol Solo	B	B	C	B	B	C	B	B	C	B	B	C	B	H	Col Fairma
030						1 of 1		2.30		2.30		2.30		1		N/A		N/A		
Maj	CH	20000415	12	Commanding Officer	Col Inflatorio	F	F	F	F	E	F	E	E	E	E	D	D	E	E	BGen Low
9910	N	20010507	X	MCRS Pittsburg	Yes	21 of 21		5.21		5.12		5.57		1		93.68		93.68		Suff
Ma					Col Eeplus	F	E	E	E	E	F	E	E	E	E	E	E	E	E	BGen Topt
991					Yes	5 of 8		5.14		5.33		5.86		1		83.87		86.44		
Maj				ficer	Col Deesmost	C	D	D	D	D	C	D	D	C	D	D	D	D	D	BGen Panz
9910	N	20030630	X	MCRS Pittsburg	Yes	7 of 12		3.79		4.42		5.00		1		83.67		80.00		Insuff

This example MBS indicates that there are (2) reports **ABOVE** the RS's

There are (2) reports **ABOVE** the RV at the time of processing and the **TOP** of the Cumulative RV.

There is (1) report **WITHIN** the RV at the time of processing and **WITHIN** the Cumulative RV.

There is (1) report **EQUAL** to the RS's average.

There is (1) reports with no RV at the time of processing or at the Cumulative RV.

There are (4) reports **BELOW** the RS's average.

There are (3) reports **BELOW** the RV at the time of processing and **BELOW** the Cumulative RV.

Reviewing Officer Assessment

******* ADMINISTRATIVE INFOR[illegible]ATION / RIGH[illegible]SS FRO[illegible] [illegible]OR CORRECTIONS) *******

NAME	SSN	GRADE	RANK	LCN	DOR		BILLET DESCRIPTION	DCTB
MARINE, JOHN S.	123456789	O4	MAJ	12345678	19990501	5y	J-3 Fu[illegible]	17

KEY DATE SUMMARY		AWARDS				MILITARY OCCUPA			TR
DEAF	19890702	MM	1			PMOS	0302	Infantry Officer	LE
TIS	15yr. 11mo.	NC	2			AMOS1	0602	Communications Officer	TOU
PEBD	19890520	NA	1			AMOS2			
AFADBD	19890520					AMOS3			MAI
OSCD	19950115								
ACC COMM	19890520								
DOR COMM	19890531								
DOR LDO									
DSG PILOT									
DCADB	19890520								
EAS									

CIVILIAN		MILITA			
1990	BA, Biology	1993	Winter Mountain Leader		
1986	Associates Deg	1993	Summer Mountain L		
1982	HS	1987	Airborne		
		1990	Assault Climber		
		1990	Infantry Officer		
		1989	Basic School		

| | | | | | | | | |

PME

Step 3: Review your Basic Training Record (BTR) in MOL, MBS and OMPF to determine if you are PME complete and have proper documentation in your record.

PME complete means:

- Capt: Expeditionary Warfare School Distance Education Program (EWSDEP) or EWS Resident
- Maj and CWO3: Command and Staff College Distant Education Program (CSCDEP), C&S Resident, or equivalent
- LtCol: Marine Corps War College or equivalent

See MCO 1553.4B for more detail

Digital Photographs

Step 4:

- Do you have an official digital photograph in your OMPF? (within 12 months of the board convening)
- See sample photos in the next three slides
- See MARADMIN 003/09 for detailed requirements

Sample Male Photo

Official Photo Tips:

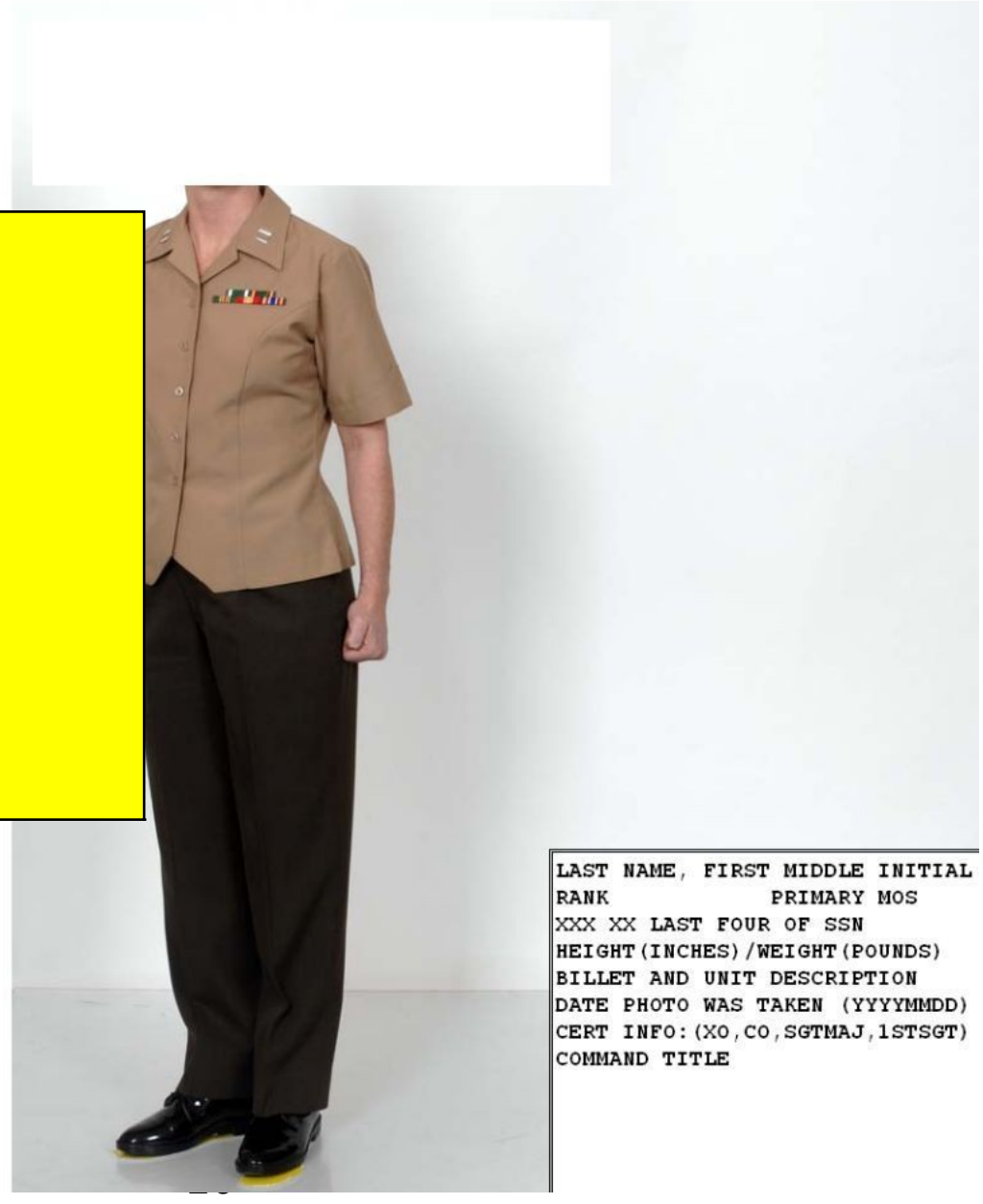
1. Ensure there are no excessive wrinkles in the blouse.
2. Ensure the web belt is the proper length.
3. Ensure trousers have the proper length in back and break in front.
4. Ensure ribbons are in proper order, straight along the pocket and 1/8” above pocket.
5. Take someone with you to help fix the minor imperfections that could show in the photo.
6. Remove watches or bracelets.

LAST NAME, FIRST MIDDLE INITIAL(S)
RANK PRIMARY MOS
XXX XX LAST FOUR OF SSN
HEIGHT(INCHES)/WEIGHT(POUNDS)
BILLET AND UNIT ASSIGNMENT
DATE PHOTO WAS TAKEN(YYYYMMDD)
CERT INFO:(XO,CO,SGTMAJ,1STSGT)
COMMAND TITLE

Sample Female Photo

Official Photo Tips:

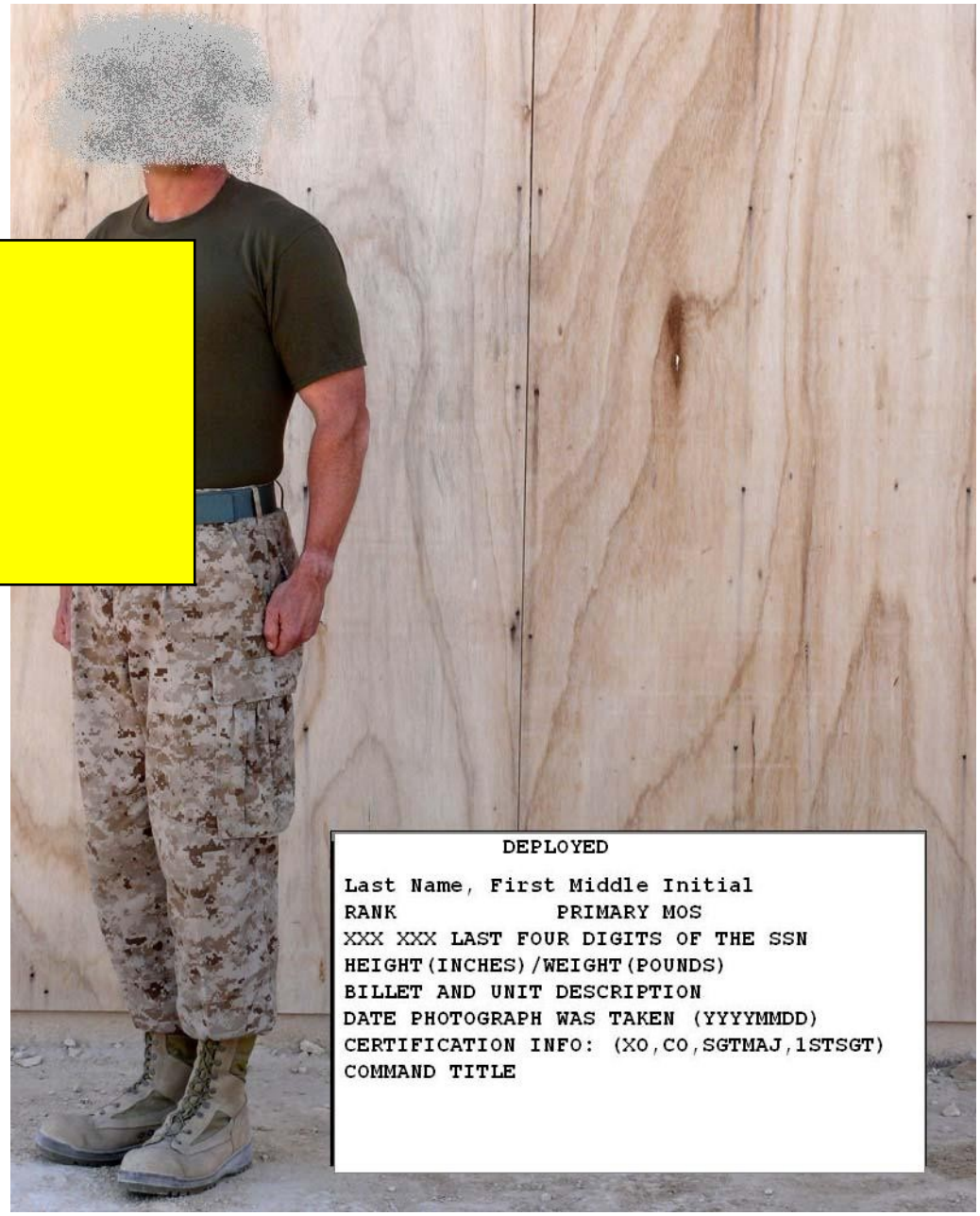
1. Ensure there are no excessive wrinkles in the blouse.
2. Smooth the area along the buttons.
3. Ensure trousers have the proper length in back and break in front.
4. Ensure ribbons are in proper order and aligned properly on the blouse.
5. Take someone with you to help fix the minor imperfections that could show in the photo.
6. Remove watches or bracelets.



Sample Deployed Photo

Official Photo Tips:

1. Ensure you wear a new green t-shirt and it is neatly tucked in.
2. Ensure the MCMAP web belt is the proper length.
3. Ensure trousers are serviceable and clean.
4. Remove watches or bracelets.



Physical Training and Awards

Step 5: Review your awards on your MOL account, MBS and OMPF to determine if all of your awards are accounted for and there is proper documentation in your record.

Step 6: Review your BTR (MOL) to ensure your PFT, CFT and MCMAP qualification scores are current.

- PFT: Between 1 Jan and 30 Jun
- CFT: Between 1 Jul and 31 Dec
- MCMAP: (See ALMAR 034/07 for more detail)

Tan belt is required for all Marines

Gray belt is required for all combat arms Marines

Green belt is required for all infantry Marines

Participation

Step 7: Consider the following questions:

- Have you consistently held billets in your MOS?
- Have you deployed to OIF / OEF?
- Have you mobilized or been on ADOS orders within the last four years?
- Have you participated in the SMCR or IMA consistently and recently?
- Your Career Retirement Credit Report (CRCR) is a critical report. It is certified annually by each individual Marine. Is it accurate and complete?
  - This is found on MOL, in the “Personal Info” tab.

Selection Boards

- When submitting a package to a selection board, be sure to include the following:
  - Letter to the Board
    - Explain any fitness report gaps that you have attempted to fix, but maybe in the process of correcting, the relevance of your civilian career to your Marine career, any periods of non-participation and any missing information. Make it easy for the briefer to convince the board that you are competitive.
  - Any recent certificates that are not in your OMPF (ie: formal school, civilian school, awards, MCI)
  - Current Reserve Qualification Summary (RQS)
    - The RQS is an integral document which annotates your personal data, current military duty, personal appearance, civilian occupation, civilian education, military education, decorations, and military career experience.
  - Current Photo (within 12 months of board convening)
- For information on selection board statistics, refer to promotion board web page of the MMPR-1 Promotions Branch website.

Requesting a Counseling

- Some Marines have extraordinary circumstances that have impacted their career. If you are one of those Marines that need additional counseling, contact the RCT and provide this certification number; **MC3280RR**. Email your request to rct@usmc.mil and include the following information:
  - Last Name, First Name, MI, Suffix (Jr. Sr.)
  - Phone number where you can be contacted
  - Time to be contacted (0800 – 1630)
  - Weekday to be contacted (Mon – Fri)
  - Issue needing more attention
  - E-mail address
  - Current Reserve Unit
  - Location (if overseas)
  - Certification Number
  - Self Assessment Counseling Tool and Counseling Checklist
- Your Master Brief Sheet (MBS) and Official Military Personnel File (OMPF) will be reviewed by a counselor who will contact you about your issues.
- To contact the staff at RCT, call (703) 784-9143/9144